

National Groundwater Monitoring Network 2018 Agreement Guidance

Contents

Overview	1
Instructions	2
Account for this year.....	2
Copy last year's Agreement	2
Edit this year's Agreement.....	3
Check Totals	4
Sign the Agreement	4
Plan for next year	5
Supplemental References	6
How to get access to SiFTA	6
Adding, Editing, and Removing Sites	7

Overview

Since 2017, National Groundwater Monitoring Network (NGWMN) funding allocations have been accounted for using SiFTA. You may also use SiFTA to plan for next year's allocation.

In SiFTA, National Groundwater Monitoring Network (NGWMN) is considered a **customer** for your center, and site funding details are stored in an **agreement**.

Account for this year

Using the guidance in this document (or the accompanying 1-pager), you will:

Step 1: Copy the 2017 agreement to 2018

Step 2: Update the 2018 agreement

Step 3: Sign the completed 2018 agreement

You will update the site and funding information for the current year to make sure it is accurate and complete using the following criteria:

- Are the sites and dollar amounts correct?
- Are the activities and/or collection codes correct for each site?

Finish by signing and dating your 2018 NGWMN Agreement to verify that you have completed your review and made any necessary updates to the 2018 site and funding information in SiFTA. **The updated signature date marks your completion of the 2018 NGWMN Agreement.**

Plan for next year

After completing the 2018 information, you have the option to copy the 2018 NGWMN agreement to a 2019 NGWMN agreement to plan for the coming year.

SiFTA Access

Data Chiefs have the ability to add users to SiFTA for their Center. See [How to get access to SiFTA](#) for additional details.

Contact siftahelp@usgs.gov need any additional help getting access.

Help

Guidance documents are online at <http://sifta.water.usgs.gov/NationalFunding/Help.aspx>.

For help, please contact siftahelp@usgs.gov.

Instructions

Account for this year

Complete the following steps to update your 2018 funding details.


Copy last year's Agreement

1. Start at the SiFTA page at <http://sifta.water.usgs.gov/>. It will open to the Customers list for your state.

If you don't see a customer list when you open SiFTA, refer to [How to get Access to SiFTA.](#)


2. Scroll down the list of customers and select “**USGS – National Groundwater Monitoring Network**”




3. Check the “Allow Copy Agreement Functionality” on the upper right.
4. Click the copy icon () to copy the 2017 agreement to 2018.
5. Select “OK” in the confirmation window.


The new agreement will appear in the list with “_Copy” appended to the end.



6. Click on the fat pencil () to open the agreement within the editable Agreement Portal.

You may also click on the agreement name – this will open the Agreement Overview, which provides a summary of the agreement information. Use the breadcrumbs or click the pencil icon () in the Agreement Information section to begin editing the agreement.


There are two related ways to view your agreement information in SiFTA.

- **Agreement Portal** – tabbed view of all editable components within the agreement. The last tab will open the Agreement Overview.
- **Agreement Overview** – summarized view of the agreement details. Breadcrumbs at the top of the page or the pencil icon () in each section heading will open the Agreement Portal.

You will use both views as you update your agreement. It may be helpful to have them open in separate windows so you can edit and review the agreement without needing to navigate between the two views.

Edit this year's Agreement

Agreement Information

The Agreement tab shows the high-level details (dates, funding totals) for the copied agreement. Use the pencil icon () to open and update the agreement number and funding details.

- Update **Agreement Number** to the current year and delete the word “_Copy” (i.e. “2017-USGSCRN-GCSJ_Copy” becomes “2018-USGSCRN-GCSJ”)
- Update the **Customer Funding** total
- Click “Update” to save changes



Contacts

On the contacts tab, you can edit the contacts associated with this agreement. Since the National Groundwater Monitoring Network (NGWMN) is considered a customer for this agreement, Linda Debrewer is entered as the Customer Contact. **Do not edit** this information. If you find an error, contact siftahelp@usgs.gov so we can make corrections to all the NGWMN agreements.

The USGS Billing and Technical contacts listed are for your Center. Verify these contacts and update as necessary.

Site Funding

The Site Funding tab shows the sites, collection codes, costs, and remarks for each site included in this agreement.

- Use the pencil icon () to edit an existing site.
- Use the red x () to the far right to remove an existing site.
- Click on “Add Site-Specific Funding Details” at the top of the table to add a new site.

For more detailed instructions on editing sites, refer to [Adding, Editing, and Removing Sites](#)

IMPORTANT

There are many collection codes in use across the USGS and within SiFTA. To simplify the operations of these large national agreements, only a subset of collection codes is allowed. For the National Groundwater Monitoring Network agreement, only use the following collection codes.

- **GWCONT** – Groundwater Level, continuous
- **GWMEAS** – Groundwater Level, measurement

Sites may have both collection code activities funded by NGWMN. You will enter each funding detail as a new record using + Add Site-Specific Funding Details, entering the same site number, and selecting a different collection code.

Check Totals

The sum of the site funding you have entered must equal to the total NGWMN agreement amount. To check this, go to the Agreement Overview page and review the funding reconciliation table in the Agreement Information section. The **Planned Total** (from Site Funding) must match the **Funding Total** (from the Agreement Customer Funding). When these totals match, the difference will be 0.

	USGS CMF	Customer	Other
Funded Sites	\$0	\$32,000	\$0
Studies/Support	\$0	\$0	\$0
Planned Total	\$0	\$32,000	\$0
Funding Total	\$0	\$32,000	\$0
Difference	\$0	\$0	\$0


If the difference is not 0, adjust either the site funding totals or the NGWMN customer funding amount. The agreement is not finished until these totals are reconciled.

Sign the Agreement

You have finished reviewing or updating the agreement when the following criteria are met:

- ✓ Agreement details are updated and contacts have been checked
- ✓ Site-specific funding details are updated or verified
- ✓ Agreement funding totals match the NGWMN allocation

When you have finished, re-open the Agreement Information menu and enter the USGS Signed date.

1. Go to the Agreement Portal page and Agreement tab.
2. Click the pencil icon () to edit the agreement details.

Agreement Number:	2017-USGSCRN-GCSJ	?
Match Pair Code:		?
Sales Order Number:		?
Start Date:	10/1/2017	
End Date:	9/30/2018	
USGS Signed:		
Customer Signed:		
Type:	Fixed	
Cycle:	Annually	
USGS CMF Funding:	\$0.00	?
Customer Funding:	\$32,000.00	?
Other Funding:	\$0.00	
Other Funding Reason:		
<input type="button" value="Update"/> <input type="button" value="Cancel"/>		

Enter today's date for the USGS Signed date. Updating USGS Signed date indicates that you have completed the NGWMN Agreement.

3. Click the Update button to save your changes.

Plan for next year

Once you have completed and signed the agreement, do not make any further changes without alerting the Program Coordinator (a courtesy note to siftahelp@usgs.gov would also be appreciated). If you wish to make changes in order to plan for next year, you can copy your newly completed agreement to next year.

You will follow the same steps to copy the agreement forward (and then continue with whatever edits you wish), with the following additional considerations:

- Any national updates or corrections will only be made to the current year's agreement. When it is time to enter next year's agreement, you will need to check for such updates.
- Be sure to update the year within the agreement number to ensure that automated reviews of the current year's agreements do not include your future planning agreement.
- Do not enter a USGS signed date to any future planning agreement.

Supplemental References

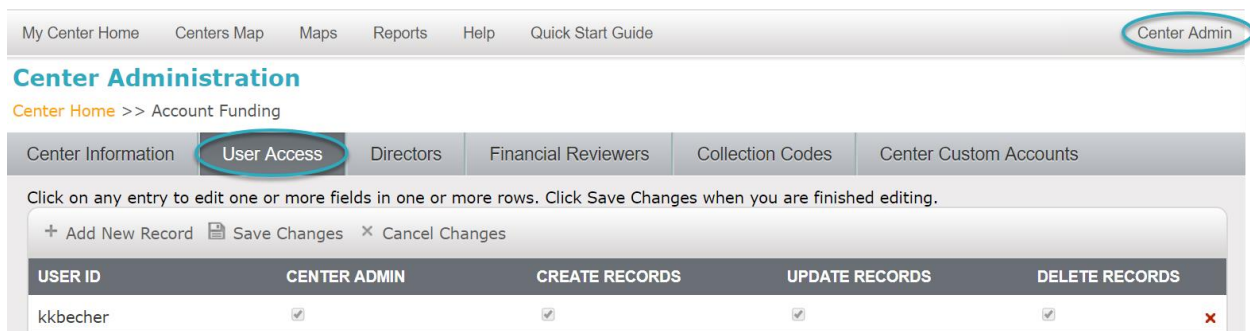
How to get access to SiFTA

SiFTA is an internal-only application with defined user access. Anyone in USGS can view SiFTA reports. However, only individuals that have been granted user access will be able to make edits. If you do not see the editable menus as described in this guidance, you may not have the access you need.


To resolve this, contact your Data Chief or Admin Officer. They will have Center Admin access, which gives them the ability to add users for their Center. edit and create records in SiFTA.


Instructions for Center Admins


To add, edit, or remove users, go to the **Center Admin** page and **User Access** tab.






The screenshot shows the 'Center Administration' page with the 'User Access' tab selected. The page has a navigation bar at the top with links: My Center Home, Centers Map, Maps, Reports, Help, Quick Start Guide, and a 'Center Admin' button circled in blue. Below the navigation bar is the 'Center Administration' header and a breadcrumb trail: Center Home >> Account Funding. A secondary navigation bar contains tabs: Center Information, User Access (circled in blue), Directors, Financial Reviewers, Collection Codes, and Center Custom Accounts. Below the tabs is a message: 'Click on any entry to edit one or more fields in one or more rows. Click Save Changes when you are finished editing.' Below this message are three buttons: '+ Add New Record', 'Save Changes' (with a floppy disk icon), and 'Cancel Changes' (with an 'x' icon). Below the buttons is a table with the following structure:

USER ID	CENTER ADMIN	CREATE RECORDS	UPDATE RECORDS	DELETE RECORDS
kkbecher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 

Add a new user by selecting Add a New Record. Enter the Active Directory ID for the USGS employee to whom you wish to grant access to edit records for your center. Click Save Changes () when finished.

Edit an existing user's level of access by checking (or unchecking) the Create Records, Update Records, or Delete Records fields. Click Save Changes () when finished.

Remove all edit access by clicking the red x icon () to the right of a user's ID. A pop-up window will ask you to verify that you want to remove the person's edit access. Click **OK** to verify removal of the person's edit access. Click Save Changes () when finished.


When adding, editing, or removing a user's access, **you must click Save Changes () when you have finished.** If you navigate away from the page without saving your changes, the edits will be lost.

If there are any problems with this process, send a note to siftahelp@usgs.gov.

Adding, Editing, and Removing Sites

Add a site

To add a new site, click **+ Add Site-Specific Funding Details** at the top left of the Site Funding table.

Agreement	Contacts	Documents	Site Funding
+ Add Site-Specific Funding Details			
MOD SITE			
TASK: 2 - GROUND WATER DATA COLLECTION			
 293202099063501 - TD-69-32-703 (MED-1)			

This will open an edit window for you to fill out.

Mod:	Original Agreement	▼
------	--------------------	---

Site Number:

293202099063501

Collection Code Category:

Ground Water

▼

Collection Code:

GWCONT - Groundw

▼

Units:

1.00

?

Difficulty Factor:

1.00

?

Difficulty Factor Reason:

?

USGS CMF Funds:

\$0.00

?

Customer Funds:

\$6,000.00

?

Other Funds:

\$0.00

Remarks:

Insert

Cancel

1. Enter the **Site Number**

The site name will automatically be populated for you. If the site name is not automatically populated, the site is new or not in the SIFTA NWIS site list yet. If a site does not have an NWIS site number yet, you may enter a temporary site identifier.

2. Enter **Collection Code Category** and **Collection Code**

Enter Groundwater for the Collection Code Category.

Although more code options than the ones outlined here may be available, select only those listed here for NGWMN purposes. The choices are as follows:

Groundwater type codes:



- **GWCONT** – Groundwater Level, Continuous
- **GWMEAS** – Groundwater Level, Measurement

Note: Sites may have both collection codes activities funded by NGWMN. You will enter each funding detail as a new record using **+ Add Site-Specific Funding Details**, entering the same site number, and selecting a different collection code.

3. Enter the **Units**. Collection units are defined as the percent of the total cost of this item funded by the customer or program. For example, if NGWMN is funding 50% of the station, enter .5. This is important to enter. Because gage costs vary, entry of this field allows the NGWMN Program Coordinator to accurately report fully-funded groundwater sites versus partially-funded groundwater sites.
4. **Difficulty Factor** is defined as the percent effort required to perform the task entered as a decimal value between 0.1 and 10. For example, if 50% additional effort is required to collect groundwater data at a station in a remote location, enter 1.5. If the Difficulty Factor is anything other than 1, you may optionally provide an explanation in the **Reason** field.
5. Enter **the total site cost** in the Customer funding field.
6. Review the Site Information, Collection and Funding you entered, and then click the **Insert** button.

Edit a site

Modify existing site-specific funding details by clicking on the pencil icon (✎) by a site and following the relevant steps from the **Add a site** section.

+ Add Site-Specific Funding Details	
MOD	SITE
▼ TASK: 2 - GROUND WATER DATA COLLECTION	
	293202099063501 - TD-69-32-703 (MED-1)
	294338095270402 - LJ-65-21-226 (Southwest Monitor No. 1)

Remove a site

To remove a site, click the red x icon (✖) on the right hand side of the station list. A pop-up window will ask you to verify that you want to remove the site. Click **OK** to remove the site.